



**Water Supply Assessment Project Demand Memo Instructions**

Last updated: July 31, 2024

The SFPUC needs specific project information to prepare the Water Supply Assessment (WSA) for your proposed project. The SFPUC will prepare the WSA based on the most recent Urban Water Management Plan and water demand projections for the City and County of San Francisco. Information to support the WSA shall be provided by the project proponent in the form of a Project Demand Memo.

**Project Demand Memo**

Please complete a Project Demand Memo for the SF Planning Department or other project sponsor. A [Project Demand Memo Template](#) can be downloaded on the SFPUC website. This template is designed to be used as a starting point for preparing a Project Demand Memo. Project applicants may wish to elaborate on certain parts of the memo that pertain to the unique scope of their project. Project applicants are encouraged but not required to use this template. This Project Demand Memo itself will be attached to the WSA as an appendix and referenced in the WSA as needed.

**SFPUC’s Water Use Calculator**

The Project Demand Memo should include potable and non-potable water demand estimates that reflect project phasing over the next 20 years in 5-year increments. Use of the SFPUC’s Single-building or District-scale Water Use Calculator, which is specifically developed for SFPUC’s [Onsite Water Reuse Program](#), is strongly encouraged when feasible for estimating these demands. Note that default information in the calculator must be updated, organized, and formatted specifically to the proposed project to complete the Project Demand Memo. Project-specific information includes proposed project size, occupancy counts, and proposed fixture efficiencies that meet all applicable codes and ordinances. It is understood that estimates based on the calculator for the purpose of the WSA are preliminary and that estimates may be refined later as project designs progress. Any description of a method or technology proposed to comply with the Non-potable Water Ordinance will only be used for informational purposes in the WSA, and City review and approval of a proposed onsite water system will be performed separately through the Onsite Water Reuse Program.

To see recent WSAs approved by the Commission, visit the [Planning Tools and Documents page](#) of the SFPUC website.

**OUR MISSION:** To provide our customers with high-quality, efficient and reliable water, power and sewer services in a manner that values environmental and community interests and sustains the resources entrusted to our care.

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**Newsha K. Ajami**  
 Commissioner

**Kate H. Stacy**  
 Commissioner

**Dennis J. Herrera**  
 General Manager



**Next Steps**

Please submit the Project Demand Memo to Jennifer Lee of the SFPUC Water Resources Division via email at [jenlee@sfgwater.org](mailto:jenlee@sfgwater.org).

Once the project proponent provides the Project Demand Memo, the SFPUC will complete the WSA within 90 days. The SFPUC will submit the WSA to its Commission for adoption. Commission meetings are typically held twice a month. If the requested memo is not provided by the project proponent in a timely manner, or if there are any other extenuating circumstances affecting the schedule, the SFPUC may request a 30-day extension to complete preparation and adoption of the WSA.

Note that approval of the WSA by the Commission does not signify approval of the project. The WSA simply provides information on water supplies available to serve the project as a component of environmental review conducted by the Planning Department or other applicable Lead Agency. The approval of the WSA also does not verify the adequacy of the SFPUC's existing distribution system capacity to serve the proposed project. The project sponsor shall separately request a "will serve" letter and/or hydraulic analysis from the SFPUC City Distribution Division to verify hydraulic capacity.

If you have any questions, please contact Jennifer Lee at [jenlee@sfgwater.org](mailto:jenlee@sfgwater.org).